

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

AIR CONDITIONING MECHANIC

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Air Conditioning Mechanic is a stand-alone classification in the Trades series. Incumbents are responsible for performing specialized work inspecting, installing, altering, adjusting, repairing, and maintaining boilers, heating, ventilation, air conditioning, chillers, and refrigeration systems and equipment, including major equipment overhauls.

The Air Conditioning Mechanic is distinguished from other classifications by its responsibility for performing journey level heating, ventilation, air condition, and refrigeration system and equipment installation, maintenance, and repair activities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Installs, inspects, diagnoses, operates, maintains, repairs, and performs major overhauls to commercial heating, ventilation, air conditioning, and refrigeration equipment and systems, including but not limited to boilers, chillers, air handlers, air purifiers, cooling towers, heat exchangers, mixing boxes, furnaces, hot water heaters, pumps, valves, piping, cutting, control and chemical treatment systems, and similar equipment. | Daily
40% |
| 2. | Consults with City staff regarding building comfort and indoor air quality issues and implements corrective measures as appropriate, including adjusting valves, gauges, thermostats, meters, and other controls to ensure optimum comfort and safety. | Daily
20% |
| 3. | Designs, installs, programs, and repairs major building automation systems. | Daily
10% |
| 4. | Maintains, repairs, and overhauls boilers and hydronic heating systems. | Daily
10% |
| 5. | Estimates material, supply, equipment, and labor requirements for applicable projects. | Weekly
10% |
| 6. | Participates in preparing and maintaining records related to mechanical operational activities. | Weekly
5% |
| 7. | May assist in performing general building maintenance work on a variety of building equipment, minor plumbing related to HVAC, and/or other related items. | Varies
0 – 5% |

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8.	Performs other related duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Completion of a recognized air conditioning/refrigeration mechanic apprenticeship program and two years of journey level experience working on large office building and/or large commercial heating, ventilation and air conditioning systems is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- OR
- High School diploma or GED

Licensing Requirements (positions in this class typically require):

Licensing Requirements, as required by Section 608 of the Federal Clean Air Act:

- Basic Class C License
- Universal Technician Certificate

Knowledge (position requirements at entry):

Knowledge of:

- Research methods;
- Heating, ventilation, air conditioning and refrigeration systems and equipment;
- Applicable installation, maintenance and repair techniques;
- Plumbing, metal fabrication and electrical repairs related to heating, ventilation, air conditioning and refrigeration systems and equipment;
- General building maintenance principles, practices and codes;
- Safe work practices and procedures.

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Skills (position requirements at entry):

Skill in:

- Operating, maintaining, and repairing boilers, heating, ventilation, air conditioning, chillers, and refrigeration systems and equipment;*
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Safely operating and maintaining applicable tools and equipment
- Preparing, analyzing, and maintaining operational records
- Estimating time, materials, tools, and equipment requirements for jobs
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, and crouching.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

May occasionally need to work in less than ideal conditions.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008